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11-30-1897

### Minutes, College of Arts & Sciences Faculty Meeting, November 30, 1897

Arts & Sciences Faculty

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Prof. Hills was elected chairman in Pres. Ward's place.

The minutes of the last meeting were read and accepted.

The report of the committee on "absence" was read. The report was as follows:

1. The excuse for absence shall be brought at first appearance of student in class.
  2. For every day in class without the excuse the student shall receive no credit for his work.
  3. An excused absence does not directly affect the student's grade. Unexcused absences shall be reported to the President by the Instructor.
  4. An unexcused absence shall count as a failure.
  5. The excuse must be counter signed by the President or Dean.
- Voted that report be accepted.

Voted that examinations shall be held at the discretion of the instructor.

Voted that at the close of each term the grade of every student shall be sent by the instructor to the College office and shall be there kept on record.

Adjourned, Metta Strough Sec.

Nov. 30, 7.45 A. M.

Normal Room.

A meeting of the faculty was held in with Prof. Hills in the chair.

Miss Clara Guild and Prof. Ford were absent.

Minutes of last meeting read & accepted.

Delinquent students were discussed.

Adjourned - Metta Strough Sec.